



**UNITED STATES DISTRICT COURT
DISTRICT OF MARYLAND
OFFICE OF THE CLERK**

Felicia C. Cannon, Clerk of Court
Jarrett B. Perlow, Chief Deputy
Elizabeth B. Snowden, Chief Deputy

Instructions for Ordering Transcripts

All requests for transcripts or electronic recordings of proceedings must be submitted in writing and contain the case name, case number, date of proceeding(s), and presiding judge. The Clerk's Office or court reporter will provide an estimate of costs for all written requests within two business days.

Ordering a transcript from a court reporter:

1. Contact the court reporter for the proceeding by phone or email for an estimate of the cost.
 2. After speaking with the court reporter, submit a written request and payment to the court reporter.
 3. Current transcript rates and processing times are set by court order and available on the court's [website](#).
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Ordering a transcript of an electronically recorded proceeding:

1. Submit a completed [Transcript Order Form \(AO435\)](#) or [Fourth Circuit Transcript Order Form](#) to the Clerk's Office along with payment.
 2. Transcripts are charged and processed at rates set by court order.
 3. Current transcript rates and processing times are set by court order and available on the court's [website](#).
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Ordering a tape or CD of an electronically recorded proceeding:

1. Submit a written request to the Clerk's Office, along with payment of \$30.00 made payable to "Clerk, U.S. District Court."
2. Requests will be processed within one business day of receiving payment.

Note: Electronic recordings are only available for proceedings when no court reporter was present.

Ordering a transcript or recording of a sealed proceeding:

1. Submit a written request to the presiding judge by filing a motion for sealed transcript in CM/ECF.
 2. After the judge grants the motion, the transcript or recording will be ordered once the Clerk's Office receives payment and either [Transcript Order Form \(AO435\)](#), [Fourth Circuit Transcript Order Form](#), or a written request.
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